

Rules of Order – Summary

General Conference of Seventh-day Adventists

Action Proposed in Motion	Type of Motion	Rank 10= Highest	Procedure on the floor	Second	Debatable	Amend	Vote	Reconsider
Fix time/place of further mtg	Privileged	10	Cannot interrupt spkr	Yes	No	Yes	Majority	Yes
Adjourn/recess	Privileged	9	Cannot Interrupt spkr	Yes	No	No	Majority	No
Question of privilege Re: organization of mtg Re: comfort of members Re: conduct of attendees	Privileged	8	Cannot interrupt spkr	No	No	No	Chair Appeal by 2 persons	Yes
Table/lay on the table	Subsidiary	7	Cannot Interrupt	Yes	No	No	majority	No
Previous question, calling of	Subsidiary	6	Cannot interrupt	Yes	No	No	2/3	Yes
Limit/Extend debate	Subsidiary	5	Cannot interrupt	Yes	Yes	Yes	2/3	Yes ⁱ
Refer to Committee	Subsidiary	4	Cannot interrupt	Yes	Yes	Yes	Majority	Yes ⁱⁱ
Amend the motion	Subsidiary	3	Cannot interrupt	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely	Subsidiary	2	Cannot interrupt	Yes	Yes	No	Majority	Yes
Main motion	Main	1	Cannot interrupt	Yes	Yes	Yes	Majority	Yes
Appeal point of order	Incidental	No rank	Can interrupt spkr	Yes	Yes	No	Majority	Yes
Division of question	Incidental	No rank	Cannot interrupt	Yes	No	Yes	Majority	Yes
Reconsider a voted action	Incidental	No rank	Cannot Interrupt	Yes	Yes	No	majority	No
Refer back to Nom. Comm.	Incidental	No rank	Cannot interrupt	Yes	No	No	Majority	No
Rescind/amend earlier action	Incidental	No rank	Cannot interrupt	Yes	Yes ⁱⁱⁱ	Yes	Majority	Yes
Take from the table	Incidental	No rank	Cannot interrupt	Yes	No	No	Majority	No
Withdraw or modify motion	Incidental	No rank	Cannot interrupt	No	No	No	Majority	No

Basic principles for adopting Rules of Order

1. Rules of order facilitate a group's discovery of, and response to, God's will.
2. Official Documents such as The Church Manual, General Conference Constitution, Bylaws and Working Policy take precedence over the Rules of Order, should there be any conflict.
3. The Chair may rule on issues not specifically covered in the Rules of Order. Any delegate can appeal the ruling. In such cases the group shall decide the matter by majority vote.
4. Business is conducted one item at a time.
5. Courtesy, justice impartiality and equality are maintained.
6. The majority rules while protecting the rights of the minority.

Classification of motions:

1. **Main motion:** Presents new business to be considered.
2. **Secondary motions:** Help the group to decide what to do with the main motion or how to get things done in a meeting. Some carry a ranking value to indicate the order in which they are considered (i.e. a motion with a higher ranking number is considered before, or has precedence over, a motion with lower ranking number). There are three types of secondary motions
 - a. **Subsidiary motions:** Pertain to the handling of the motion.
 - b. **Privileged motions:** Relate to special matters of immediate importance rather than to the main motion.
 - c. **Incidental motions:** Relate to questions of procedure on the pending business, but do not affect the pending business. These motions are considered immediately upon presentation by a member and thus not ranked.

ⁱ Needs 2/3 majority unless prior notice has been given that a motion to rescind a previous act will be proposed

ⁱⁱ Except when a motion proposed for repeal is undebatable

ⁱⁱⁱ If committee has begun consideration